



Eastern Band of Cherokee Indians

FAMILY SAFETY GRANTS COORDINATOR

Position Description

Program:	Family Safety	Reports to:	Manager - Family Safety
Division:	Public Health & Human Services	Position Number:	903142501
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	12	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

This position has primary duties to ensure the Eastern Band of Cherokee Indians (EBCI) PHHS Division operates the Family Safety Program in compliance with U.S. Department of Health and Human Services (DHHS)/ Administration of Children and Families (ACF) laws, rules and policies governing the Title IV-E and Title IV B (1 & 2) Grants as well as the Cherokee Code(s) governing the Program. The position will assist with other grants including those from the Bureau of Indian Affairs and others. The position will provide training and consultation for Family Safety Program Staff regarding the eligibility requirements. Along with the Program Manager, this position serves as the primary point of contact with U.S. DHHS, ACF, and the Children's Bureau, related to Family Safety Program funding. This position will ensure that the EBCI plan for Title IV-E and IV-B are updated and maintained for compliance with Federal instructions. This position serves as the Family Safety Program's liaison with the EBCI Finance Department's Grants Office and assists all reporting activities required by the Grants Office and funders. This position assists the Program Manager with developing the grant-related budget and with grant related contracts. This position also identifies discrepancies, errors, trends, and other data integrity issues found in case files and the computer information systems of EBCI PHHS Family Safety Program. Evaluates their impact on Federal funding claims and child welfare case practice and takes appropriate action as needed. In addition, this position serves as technical resource person for all Family Safety Program Staff and other stakeholders to facilitate service delivery to clients.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Establishes the appropriate funding source for maintenance expenditures made on behalf of children in the foster care system.
- Initiates the estimating and claiming of Federal funds under Title IV-E and others, as appropriate.
- Tracks and accounts for expenditures on a child-specific basis with sufficient detail to complete all required reporting.
- Maintains the Child Support database and processes quarterly program reimbursement.
- Conducts period IC reviews of eligible cases to ensure accuracy of Federal funding claims and compliance with the Federal and Tribal laws and regulations.
- Reviews ineligible cases as needed to determine if new information would result in a change in Title IV-E eligibility status.
- Determines the appropriate funding source for each individual child for the Adoption Program, Guardianship Program, Family Preservation and ICWA cases. Additional programs may be added at any time.
- Identifies discrepancies, errors, trends, and other data integrity issues found in case files and the computer information systems. Evaluates their impact on Federal funding claims and child welfare case practice and takes appropriate action as needed.

FAMILY SAFETY GRANTS COORDINATOR

Position Description

- Serves as technical resource person for all Family Safety Program Staff and other stakeholders, to facility service delivery to clients.
- Makes reports as required by the funders or the Program Manager.

Scope of Supervision:

Regularly scheduled supervision to be provided by the Manager - Family Safety.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Two (2) years of related experience required. Experience to include Social Services Grant Coordinator or financial determination program that may include examining/processing loan applications, medical insurance or rehabilitation claims, and unemployment insurance claims.
Education:	Associate's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 3 years with a High School Diploma/GED equivalent.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Any conviction of a crime against a child or elder in any jurisdiction will result in immediate disqualification from consideration for employment.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Possess working knowledge of Federal and Tribal laws and regulations that govern the Family Safety Program.
- Possess working knowledge of the Federal requirements related to the Title IV-E and B grant social service programs, and specifically to the Foster Care and Adoption programs.
- Ability to research, analyze and interpret Federal and Tribal laws and formulate these laws into policies relating to Title IV-E and B.
- Possess working knowledge of broad, current, and operationally approved professional social work values, skills, and methods with specific competence in all areas of child welfare services that embrace Family Centered Practice principles and the System of Care values along with an integrated model of care.
- Experience in the development and delivery of training and consultation to county and/or State child welfare agencies, stakeholders, and community members.
- Demonstrate knowledge of public welfare administration, principles of individual and group behavior, social behavior, social and economic conditions, and their effects upon individuals.
- Possess leadership skills and in-depth knowledge of all Microsoft Office Suite programs.
- Ability to determine eligibility for needs-based public welfare programs.
- Capability to gather sufficient documentation to verify all criteria required for the public welfare application for benefits.
- Ability to express ideas clearly and to work cooperatively with staff, clients, and members of the community.
- Ability to direct and assist others in interpretation and analysis of information and data.
- Ability to lead and train staff as needed.
- Ability to troubleshoot solutions, organize, assess, prioritize, and manage individual caseload.
- Ability to read extensive amounts of written case and policy materials and extract pertinent information to complete work in an accurate and timely manner.
- Ability to meet prescribed deadlines and to work in a team environment.

Safety/Accuracy Focus:

This position is responsible to review/audit case files for the accuracy and competence of work performed by all staff of the Family Safety Program. Work performed represents the integrity of the Tribe and PHHS Division and is assuring fiscal

Position Description

responsibility and program accountability through compliance with mandated regulations- a complex set of programs and services with different funding rules and performing requirements. This position operates within EBCI Tribal guidelines regarding budget and personnel management. The incumbent will develop a work plan designed to outline the goals, objectives, and performance outcomes of the Program. The incumbent is considered a professional employee with the judgment, skills, and knowledge necessary to apply established guidelines in an efficient and effective manner, with minimal daily supervision.

Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. Incumbent should have the ability to interpret information gained from a variety of communication methods or styles. Brings forth a verbal or written synopsis of this information or specific details to parties as needed in a clear, concise, and easily understandable manner. Makes clients along with their needs a primary focus of one's actions; shows interest in understanding of the needs and expectations of the Eastern Band of Cherokee Community.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Maintains the confidentiality of any information received from any person or source about a client, unless authorized in writing by the client or required by law or court order. Obtains written consent from the joint-custodial parents, custodial parent, legal guardian or from the legal custodian appointed by the Court before conducting interviews of minor children (if needed). Complies with the applicable State, Federal and Tribal regulations in regard to the security, safety and confidentiality of any behavioral health services record they create, maintain, transfer, or destroy, whether record is written, computerized, or stored in any other medium.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Ability to apply critical thinking, analysis and evaluation always giving due consideration to the evidence, the context of judgment, relevant criteria, and nature of the problem or question at hand to make accurate and timely decisions. Coordinates assignments and requests with other parts of the organization to accomplish goals. Prioritizes in a fast-paced, changing environment through frequent interruptions and changing deadlines; organizes work, sets priorities, and determines resource requirements.

PREFERRED QUALIFICATIONS

Experience with Federal Title IV-E and Title IV-B (1 & 2) preferred.

WORK ENVIRONMENT

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually mild to moderate.

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl

OTHER

FAMILY SAFETY GRANTS COORDINATOR

Position Description

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.
- Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
- Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

FAMILY SAFETY GRANTS COORDINATOR

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Family Safety Grants Coordinator** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date